



DEPARTMENT OF DEVELOPMENTAL SERVICES
EXAMINATION ANNOUNCEMENT



TRACTOR OPERATOR - LABORER

OPEN - SPOT

4SNEP

AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

SPOT FOR: SONOMA DEVELOPMENTAL CENTER

FINAL FILING DATE: CONTINUOUS FILING

Applications (Form STD. 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

Applications may be downloaded from the California Department of Human Resources website at <http://www.calhr.ca.gov>. Applications (Form STD. 678) are available and MUST be filed in person or by mail with:

Sonoma Developmental Center
Human Resources Examination Department
P.O. Box 1493
15000 Arnold Drive
Eldridge, CA 95431

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the 'Application for Examination'. You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

QUALIFICATIONS APPRAISAL: Applications will be accepted on a continuous basis. Oral Examination Interviews will be held when it is determined that a sufficient candidate pool exists at the discretion of the hiring authority.

SALARY RANGE: Range A: \$3,350 - \$3,860 per month

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

Note: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

MINIMUM QUALIFICATIONS

Possession of a driver license valid for the operation of any combination of vehicles. and One year of experience in the operation and care of heavy tractors and mechanical attachments, or comparable farm or highway equipment.

THE POSITION:

The major portion of the time of employees in this class involves the operation of heavy tractors required in farming, maintenance of game and waterfowl refuges, or similar activities in which such equipment as D4 through D8, HD5 through HD20, or TD9 through TD24 tractors are used. These tractors may be used in connection with such attachments or equipment as scrapers, land planes, drag lines, or motor graders. Employees in this class may also operate other power equipment, drive vehicles of various types, or engage in laboring tasks. Smaller tractor equipment may be operated by employees in the classes of Farm Hand, Laborer, or Automotive Equipment Operator.

TYPICAL TASKS:

Drives a tractor in the operation of such attachments as plows, harrows, drills, and similar farm equipment for the leveling and preparation of land, ditching, building levees, fertilizing, sowing, grading, cultivating, disking, harrowing, spraying, and harvesting; oils, greases, and makes minor repairs to tractors and attachments; operates and services various types of power equipment; operates engines for pumping water, grinding grain, and filling silos; operates bulldozers, carryalls, scrapers and graders, and other equipment in the construction and maintenance of levees, ponds, and minor dirt or gravel roads; drives trucks and other vehicles in hauling produce, supplies, and other materials and equipment; loads and unloads trucks; performs a wide variety of manual labor.

EXAMINATION INFORMATION: This Examination will consist of a Qualifications Appraisal Panel Interview only.

Qualifications Appraisal – Weighted 100%

In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

SCOPE:

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

SEE REVERSE FOR ADDITIONAL INFORMATION

TRACTOR OPERATOR-LABORER
PJ30 6390

BULLETIN RELEASE DATE: DECEMBER 26, 2014
FINAL FILING DATE: CONTINUOUS FILING

Knowledge of:

1. Use, operation, and servicing of track lay tractors, earthmoving equipment, and mechanical attachments and other modern farm equipment;
2. Farm practices and terminology.

Ability to:

1. Drive, maintain, and make emergency repairs to tractors and trucks.

SPECIAL REQUIREMENT: Willingness to work unusual hours; willingness to work on Saturdays, Sundays, and holidays.

ELIGIBLE LIST INFORMATION: The resulting eligible list will be used to fill vacancies at Sonoma Developmental Center only. List Eligibility expires 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

DRUG TESTING REQUIREMENT: Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current

appointment to a class for which drug testing is a requirement.

BACKGROUND INVESTIGATION: Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form Std. 678 that is filled out prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individual suitability for employment.

VETERANS PREFERENCE CREDIT: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Sonoma Developmental Center's Testing Office three days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the CANDIDATE'S RESPONSIBILITY to contact the Sonoma Developmental Center's Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

THE STATE PERSONNEL BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

EXAMINATION LOCATIONS: Locations of interviews may be limited or extended as conditions warrant.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and depth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test. 2) Completion of 12 semester units of college level work. 3) Certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have the education equivalent to graduation from high school. or 4) For clerical and accounting classes, substitution of Business College work in place of high school on a year-for-year basis.

FAIRVIEW
DEVELOPMENTAL CENTER
2501 Harbor Boulevard
Costa Mesa, CA 92626
Public: (714) 957-5121
TDD: (714) 957-5246

LANTERMAN
DEVELOPMENTAL CENTER
3530 Pomona Boulevard
Pomona, CA 91768
Public: (909) 595-1221
TDD: (909) 595-3971

PORTERVILLE
DEVELOPMENTAL CENTER
26501 Avenue 140
Porterville, CA 93258
Public: (209) 782-2087
TDD: (209) 781-7822

SONOMA
DEVELOPMENTAL CENTER
15000 Arnold Drive
Eldridge, CA 95431
Public: (707) 938-6538
TDD: (707) 938-6200